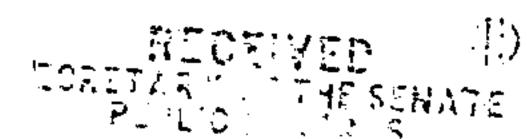
# **Employee Post-Travel Disclosure of Travel Expenses**

Date/Time Stamp:



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building

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be reimbursed/paid for	me. I also certify that	nake the following disclost I have attached:	sures with respect t	o travel expenses that have been o
		orization (Form RE-1), gertification Form with all		ary, invitee list, etc.)
Private Sponsor(s) (list	all): The Aspen Ir	stitute (Education &	Society Program	n)
Travel date(s): Augus	t 8-10, 2017			
Name of accompanying Relationship to Travele		ny): Child		
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	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☑ Good Faith Estimate □ Actual Amount	\$63.45	\$234.00 for two nights	\$172.50	\$191.26 conference room fees (includes meeting facilities, set up/take down, cleaning, meeting materials)
Expenses for Accomp	<del></del>	pendent Child (if applie	<del></del>	
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate				
☐ Actual Amount				
necessary.): At the co	nvening we spoke	with state and local lea	ders tasked with i	Attach additional pages if  mplementing ESSA and learned  well as to plan future Congressional oversight
8/29/17 (Date)	Allie King (Printed r	ame of traveler)		(Signature of traveler)
-		· ·		10
TO BE COMPLETED	BY SUPERVISING	MEMBER/OFFICER		
TO BE COMPLETED  I have made a determin			ctions with travel de	escribed in the Employee Pre-Tran

(Revised 1/3/11)

(Signature of Supervising Senator/Officer)

# THE ASPEN) INSTITUTE EDUCATION & SOCIETY PROGRAM

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Washington, DC 20036-1133

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FX 202-467-0790

www.aspeninstitute.org



June 7, 2017

Dear Senate Colleague,

We are writing to invite you to participate in an upcoming retreat – "Planning and Implementation of ESSA: Next Steps for States and Districts" – for the Aspen Senior Congressional Education Staff Network from 12:00 PM Tuesday, August 8, 2017 to 1:00 PM Thursday, August 10, 2017 at Wye River Conference Center, located 59 miles from Washington, DC.

At this convening, staffers will hear from state and district leaders on early implementation lessons of the Every Student Succeeds Act. Staffers will understand how states are creating and implementing their ESSA plans, including their theories of action around the design of their accountability systems, their approaches to school improvement, and the development of the indicator on English learners. The convening will also focus on potential roles for Congress and the U.S. Department of Education in monitoring and guidance around ESSA implementation. Finally, the retreat will provide an opportunity for staffers to engage in their own learning and build working relationships with colleagues from different parties and chambers and with leading experts in the field.

We fully comply with the rules that have been enacted by the Senate regarding privately-funded travel. Enclosed you will find all the forms necessary for Ethics rules compliance:

- A detailed agenda listing discussion sessions
- A completed Private Sponsor Travel Certification form
- A list of invited staffers
- A blank Employee Pre-Travel Authorization form

You must complete the Employee Pre-Travel Authorization Form and submit it with the enclosed agenda, list of invited staffers, and Private Sponsor Travel Certification form directly to the Senate Ethics Committee (220 Hart) no later than Monday, July 10, 2017. After receiving the completed travel package, the Ethics Committee will review and issue an approval to you or your sponsoring Member. After the trip, you will need to complete a post-travel form that we will email to you after the retreat.

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations – no government, individual, foreign, corporate, or special interest money is accepted. The Network is supported by The Bill & Melinda Gates Foundation. The Aspen Education & Society Program maintains autonomy over invitations, materials, and the agenda for the retreat.

The retreat will begin at 12:00 PM on Tuesday, August 8, 2017, at Wye River Conference Center and will conclude at 1:00 PM on Thursday, August 10, 2017. Please plan your travel accordingly in order to be present for the duration of the retreat. Dress is casual for all meetings.

The retreat promises to be productive and informative. We look forward to seeing you there.

Warm regards,

Ross Wiener

Daniella Gonzales

Marisa Goldstein



# Aspen Senior Congressional Education Staff Network Retreat

# Planning and Implementation of ESSA: Next Steps for States and Districts

Wye River Conference Center
600 Aspen Drive
Queenstown, MD 21658
Phone: (410) 827-7400

August 8-10, 2017

# SENATE CONGRESSIONAL STAFF

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#### Allie Kimmel

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#### **Matthew Stern**

Majority Education Professional Staff
Senate Committee on Health, Education, Labor, and Pensions

Matthew Stern@help.senate.gov

# BILL&MELINDA GATES foundation

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www.gatesfoundation.org

July 27, 2017

Select Committee on Ethics United States Senate 220 Hart Senate Office Building Washington, DC 20510

To Whom It May Concern:

This letter is submitted in response to your request for further information regarding a convening occurring August 8, 2017 to August 10, 2017 at the Aspen Institute's conference center in Wye, Maryland. The Bill & Melinda Gates Foundation is partially funding the convening through grant funding to support the Education & Society Program (of The Aspen Institute) and the Aspen Congressional Staff Network specifically.

The foundation is committed to creating greater opportunities for all Americans largely through the attainment of secondary and postsecondary education. By making college and other forms of education both accessible to and meaningful for all, we hope to help break the intergenerational cycle of poverty that prevents families and communities from opportunities to reach their full potential. This grant has been provided to support the general activities of the program. The foundation did not play a significant role in organizing or planning the conference, including, but not limited to the content (implementation of the Every Student Succeeds Act), agenda, speakers/experts, or other logistics, and has not been involved in the selection or invitation of participants. All decisions regarding the conference, including the congressional participants invited, were made solely by the Aspen Institute. Foundation funding has not been directly or indirectly earmarked to finance any aspect of this trip and, as defined in the grant agreement, grant funds, may not be earmarked for activities that are considered lobbying under the tax law provisions governing private foundations. Furthermore, the Bill & Melinda Gates Foundation does not retain or employ a registered federal lobbyist or foreign agent.

Regards,

Patrick Murray

Senior Program Officer

Bill & Melinda Gates Foundation

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

	onsor(s) of the trip (please list all sponsors):e Aspen Institute (Education & Society Program - E&S Program)
De	scription of the trip:  Aspen Institute-sponsored convening for senior Congressional education staffers
on	planning and implementation of the Every Student Succeeds Act (ESSA) (see continued response)
Da	tes of travel: August 8-10, 2017
Pla	ce of travel: Queenstown, MD
Na	me and title of Senate invitees: Please see attached roster
l c	ertify that the trip fits one of the following categories:
X	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
X	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
X	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
l ce	ertify that:
X	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for <i>de minimis</i> lobbyist involvement.
X	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	The Aspen Institute is the sole sponsor of this retreat and is solely responsible for the development and
	execution of the convening. (see continued response)
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	The Aspen Institute is an educational and policy studies non-profit organization whose mission is to foster
	leadership based on enduring values and provide a non-partisan forum for the exchange of ideas.
	(see continued response)
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	The Aspen Institute has a nearly forty year history of conducting non-partisan educational forums, which
	often include Members of Congress and staff. The E&S Program has been conducting convenings for
	Congressional education staff for eleven years.

The Aspen Institute I	nolds numerous educati	onal activities, includi	ng educational brief	ings, roundtables,
forums, and conferer	nces for a diverse range	of attendees including	g federal and state	policymakers,
business and organia	zational leaders, membe	ers of the press and th	ne general (see cor	ntinued response)
Total Expenses for Ea	ach Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith estimate  Actual Amounts	\$63.45 for mileage	\$234.00 for two nights	\$172.50	\$191.26 conference room fees (includes meeting facilities set up/take down cleaning, meeting materials)
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participation or b) the congressional particip	rip involves an event the trip involves an event pation:	that is arranged or org	ganized specifically	with regard to
participation or b) the congressional participals.  B. The trip is to organ	e trip involves an event pation:	that is arranged or org	anized specifically	with regard to
participation or b) the congressional participation.  B. The trip is to organish their learning on how	e trip involves an event pation:	gard to Congressiona g ESSA (Every Stude	anized specifically	with regard to
participation or b) the congressional participals. The trip is to organize their learning on how Reason for selecting to the congression of the co	e trip involves an event pation:  nized specifically with restates are implementing	gard to Congressiona g ESSA (Every Stude	anized specifically staff participation at Succeeds Act).	in order to support
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participation or b) the congressional participation.  B. The trip is to organishe their learning on how Reason for selecting to the location is close experts brought in to Name and location of	e trip involves an event pation:  nized specifically with restates are implementing the location of the event to Washington, DC for experience of the event to Washington and Washington and the event to Washington and the event to Washingt	gard to Congressional g ESSA (Every Stude or trip easy staffer travel and ly into DCA, Dulles or	anized specifically I staff participation It Succeeds Act).  I allows faculty men BWI and travel eas	in order to support
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participation or b) the congressional participation.  B. The trip is to organishe learning on how Reason for selecting to the location is close experts brought in to Name and location of Wye River Conference.	e trip involves an event pation:  nized specifically with restates are implementing the location of the event to Washington, DC for example support the retreat) to find the location of the event support the retreat to find the location of the event support the retreat to find the location of the location of the event support the retreat to find the location of the location of the location of the event support the retreat to find the location of the location of the event support the retreat to find the location of the location of the location of the event support the retreat to find the location of the location of the location of the event support the retreat to find the location of the locatio	gard to Congressional g ESSA (Every Stude or trip easy staffer travel and ly into DCA, Dulles or facility: rive, Queenstown, MI	anized specifically I staff participation It Succeeds Act).  I allows faculty men BWI and travel eas	in order to support

Center property.

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	Rooms are \$117/day, which reflects the per diem limit.
	Meals are \$69.00/day, which reflects the per diem limit.
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	Transportation is not provided; mileage will be reimbursed for participants' travel by personal car
23. 24.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).  List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:  None
25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:
	Name and Title: Elliot Gerson, Executive Vice Fresident, Policy & Public Programs
	Name of Organization: The Aspen Institute
	Address: 1 Dupont Circle NW, Suite 700, Washington, DC. 20036
	Telephone Number:
	Fax Number:
	E-mail Address: lisa.jones@aspeninst.org

Appendix to Private Sponsor Travel Certification Form

Aspen Institute Senior Congressional Education Staff Network Retreat, August 8-10, 2017

<u>Question 2.</u> Description of the Trip (response continued) – Aspen Institute-sponsored convening for senior Congressional education staffers on planning and implementation of the Every Student Succeeds Act (ESSA) and next steps for states and districts.

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The organization received grant funding from the Bill & Melinda Gates Foundation to support the Education & Society Program and the Aspen Congressional Staff Network specifically, including providing educational activities such as this convening at the Aspen Institute's conference center in Wye, Maryland. The Foundation did not play a role in organizing or planning the conference, including, but not limited to the content (ESSA), agenda, speakers/experts, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) – The E&S Program seeks to provide a neutral forum to aid education policymakers in their efforts to improve K-12 public education. The purpose of the trip is to conduct a non-partisan educational retreat that encourages off-the-record, candid exchanges of ideas to support staffers' learning.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) — The Aspen Institute holds numerous educational activities, including educational briefings, roundtables, forums and conferences for a diverse range of attendees including federal and state policymakers, business and organizational leaders, members of the press and the general public. The E&S Program works with federal, state and local education leaders to improve K-12 student achievement, particularly for underserved students.

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EMPLOYEE PRE-TRAVE	I. AIITHORIZATION	Date/Time Stamp:
Pre-Travel Filing Instructions: Complete a prior to the travel departure date to the Selection Incomplete and late travel submissions will form must be typed and is available as a fille at ethics. senate.gov. Retain a copy of your required post-travel disclosure.	and submit this form at least 30 days ct Committee on Ethics in SH-220.  not be considered or approved. This able PDF on the Committee's website	
Name of Traveler:	Allie Kimmel	
Employing Office/Committee:	Senate HELP Committee	Minority Staff
Private Sponsor(s) (list all): The Aspen Ins	stitute	
Travel date(s): August 8-10, 2017  Note: If you plan to extend the trip for	or any reason you <u>must</u> notify the Com	mittee.
Destination(s): Queenstown, MD		
Explain how this trip is specifically connected	d to the traveler's official or representa	tional duties:
In my role as a Senior Education Policy under the Every Student Succeeds Act state and local leaders and education effective way.	and implementation of those plans	. The opportunity to engage with
Name of accompanying family member (if an		
Relationship to Employee: Spouse		
I certify that the information contained in this		<b>A</b>
6/27/17	Jin	ignature of Employee)
(Date)	(S	ignature of Employee)
TO BE COMPLETED BY SUPERVISING SENA Secretary for the Majority, Secretary for the Minor	ATOR/OFFICER (President of the Senate, rity, and Chaplain):	Secretary of the Senate, Sergeant at Arms
Senator Murray	hereby authorize	Allie Kimmel
(Print Senator's/Officer's Name)		Print Traveler's Name)
an employee under my direct supervision, to a related expenses for travel to the event describilities as a Senate employee or an officeholder private gain.	bed above. I have determined that this	travel is in connection with his or her
have also determined that the attendance of to the Senate. (signify "yes" by checking box)	the employee's spouse or child is appro	priate to assist in the representation

(Revised 10/19/15)



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June 26, 2017

Dear Senate Colleague,

We are writing to invite you to participate in an upcoming retreat – "Planning and Implementation of ESSA: Next Steps for States and Districts" – for the Aspen Senior Congressional Education Staff Network from 12:00 PM Tuesday, August 8, 2017 to 1:00 PM Thursday, August 10, 2017 at Wye River Conference Center, located 59 miles from Washington, DC.

At this convening, staffers will hear from state and district leaders on early implementation lessons of the Every Student Succeeds Act. Staffers will understand how states are creating and implementing their ESSA plans, including their theories of action around the design of their accountability systems, their approaches to school improvement, and the development of the indicator on English learners. The convening will also focus on potential roles for Congress and the U.S. Department of Education in monitoring and guidance around ESSA implementation. Finally, the retreat will provide an opportunity for staffers to engage in their own learning and build working relationships with colleagues from different parties and chambers and with leading experts in the field.

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The retreat promises to be productive and informative. We look forward to seeing you there.

Warm regards,

Ross Wiener

Daniella Gonzales

Marisa Goldstein



# Aspen Senior Congressional Education Staff Network Retreat

Planning and Implementation of ESSA: Next Steps for States and Districts

Wye River Conference Center 600 Aspen Drive Queenstown, MD 21658 P: 410-827-7400

August 8-10, 2017

# **AGENDA**

#### **Retreat Goals:**

Understand how states are creating and implementing their ESSA plans and how they will monitor implementation at different levels of the system.

 Understand states' theories of action around the design of ESSA accountability systems—including the new English language proficiency indicator—and the development of approaches to school improvement.

Engage in active learning and build working relationships with education leaders from the field, as well as with colleagues from different parties and chambers.

Explore potential roles for Congress and the U.S. Department of Education in monitoring and guidance around ESSA implementation.

# Tuesday, August 8, 2017

12:00 PM	Arrival and Check-In
12:30 - 1:00 PM	Lunch
1:15 – 1:45 PM	Welcome, Overview, and Retreat Objectives
	To guide the retreat's discussion, Congressional staffers and faculty members will begin by sharing their top two learning objectives for the convening.
1:45 - 3:15 PM	Session I: Setting the Context
	Guiding Questions:
	<ul> <li>How is ESSA state plan development and implementation integrated with other state- level policy priorities? Where are state efforts siloed?</li> </ul>
	<ul> <li>Where did states feel additional flexibility in ESSA? Where have they felt restricted or a greater sense of compliance? What opportunities or flexibilities did states choose not to pursue, and why?</li> </ul>
	<ul> <li>How did feedback from stakeholders inform states' approaches? How did the new requirement to engage governors work in practice?</li> </ul>

What lessons have states learned from the peer review process? What have states

planning to submit plans in September learned from April submissions?



- What role has the U.S. Department of Education played in this process?
- What are the potential implications of future leadership changes (i.e., gubernatorial elections, state chief turnover) on ESSA implementation?

3:15 - 3:45 PM

Break and individual reflection

3:45 - 5:00 PM

# Session II: Designing and Implementing Accountability Systems that Support School Improvement

# **Guiding Questions:**

- What are states' theories of action around their accountability systems?
- How did SEAs determine what measures to include in their formal accountability systems and what measures to informally report on? What changes might SEAs make in the future? What is the data quality and capacity needed to clearly and accurately report on these measures?
- How are states and district planning to move from identifying schools for improvement under the accountability system to improving outcomes for students?

5:00 - 5:20 PM

Taking stock: Staff reflections and feedback to guide remaining discussions

6:30 PM

**Networking Reception with Expert Faculty** 

Staffers will have the opportunity to network with participants during the reception.

7:00 - 8:30 PM

Dinner with Discussion of Earlier Sessions

# Wednesday, August 9, 2017

7:30 - 8:30 AM

**Breakfast** 

8:30 - 10:15 AM

# Session III: Assessing English Learners' Progress

**Guiding Questions:** 

How are SEAs setting goals and exit criteria for ELs? What measures are they planning to use, and what is the quality of these data? What evidence or data are they using to set these goals, and what feedback have they received? How are SEAs prioritizing ELs' growth within the accountability system? Where are SEAs and LEAs receiving resources and tools to support ELs? What supports are needed?

10:15 - 10:35 AM

Break

# 10:35 AM - 12:00 PM Session IV: Next Steps for School Improvement

**Guiding Questions:** 

 What are SEAs' and LEAs' theories of action around school improvement under ESSA? How does this affect their roles and responsibilities? How are SEAs planning to identify comprehensive support and improvement and targeted support and improvement schools? Will they distribute school improvement funds by formula or by competitive grant? How did they reach these decisions? How are SEAs using or complying with ESSA's evidence requirements for interventions? What interventions do they plan to use and/or approve?

What supports do LEAs need to support CSI and TSI schools?

12:00 - 1:00 PM

Lunch

1:00 - 2:45 PM

# Session V: Deep Dive into State Plans

In small groups, staffers will have the opportunity to examine components of proposed approved accountability systems in two states' ESSA plans,

## **Guiding Questions:**

- What is new or different? What has not changed?
- What is not captured in the plan that you would want to know about, or think ED should monitor?

2:45 - 3:00 PM

**Break** 

3:00 - 4:45 PM

# Session VI: Challenges and Opportunities on the Horizon

**Guiding Questions:** 

- As states and districts begin implementing their plans, what issues do they need
  to prepare for (i.e., building internal capacity, identifying resources, navigating
  state and local politics)? How can previous experiences inform their approaches?
  What supports will states and districts need to navigate these challenges or take
  advantage of these opportunities?
  - What are the other dynamics (personalized learning, CTE/Perkins, etc.) at play in this space? How do they relate to ESSA—or not?
- Are states incorporating school choice in their ESSA plans and implementation?
   What role does ED play in incentivizing states to incorporate school choice?

6:15 PM

# Networking Reception with Expert Faculty

Staffers will have the opportunity to network with participants during the reception.

7:00 - 8:30 PM

Dinner with Discussion of Earlier Sessions

# Thursday, August 10, 2017

7:30 - 8:30 AM

**Breakfast** 

8:30 - 8:45 AM

Staff reflections and feedback to guide remaining discussion

8:45 - 10:30 AM

# Session VII: Oversight and Monitoring of Plan Implementation

**Guiding Questions:** 

What are the most important roles for ED? How is this changing over time? Are there things states and districts expect from ED that they are or are not getting? Are there aspects of the working relationship between ED, states, and districts that can be improved?



- What would effective monitoring of ESSA implementation look like? In the past, what has been most helpful for states and districts? Least helpful?
- What does this suggest for the specific roles Congress and the U.S. Department of Education should play? How can the Department of Education support states and districts outside of formal oversight and monitoring (i.e., resources, tools, networks)?
- What should ED and Congress not do? What about past oversight and monitoring needs to change to ensure successful implementation of ESSA?
- How can ED ensure compliance with the law, but move states beyond a compliance mindset?

10:30 - 10:45 AM	Break
10:45 - 11:00 AM	Complete Retreat Evaluation
11:00 - 11:30 AM	Final Observations from Expert Faculty
11:30 - 12:00 PM	Taking Stock: Staff Reflections and Feedback to Guide Next Steps for the Network
12:00 - 1:00 PM	Lunch and Adjourn

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors):
	The Aspen Institute (Education & Society Program - E&S Program)
2.	Description of the trip: Aspen Institute-sponsored convening for senior Congressional education staffers
	on planning and implementation of ESSA and next steps for states and districts.
3.	Dates of travel: August 8-10, 2017
4.	Place of travel: Queenstown, MD
5.	Name and title of Senate invitees: Please see attached roster
6.	I certify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that:
	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	The Aspen Institute Education & Society Program facilitates the Aspen Senior Congressional Education
	Staff Network and organizes convenings to support staffers' professional learning. The Aspen Education
	& Society Program staff are completely and solely responsible for the retreat's planning and organization.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  The Aspen Institute is an educational and policy studies non-profit organization whose mission is to foster
	leadership based on enduring values and provide a non-partisan forum for the exchange of ideas. The
	E&S Program seeks to provide a neutral forum to aid education policymakers (see continued response)
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:  The Aspen Institute has a nearly forty year history of conducting non-partisan educational forums, which
	often include Members of Congress and staff. The E&S Program has been conducting convenings for
	Congressional education staff for eleven years.
	——————————————————————————————————————

The Aspen Institute I	nolds numerous educatio	nal activities, includ	ing educational brie	fings, roundtables
forums, and conferer	nces. The E&S Program	works with federal, a	state and local educ	ation leaders to
improve K-12 studen	t achievement, particula	rly for traditionally ur	nderserved students	),
Total Expenses for Ea	ach Participant:			
	Transportation Expenses	Lodging Expenses	Meai Expenses	Other Expenses
Good Faith estimate	63.45	\$234.00	\$172.50	\$191.26 (mtg room ar incidentals)
Actual Amounts				
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21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	Rooms are \$117/day, which reflects the per diem limit.
	Meals are \$69.00/day, which reflects the per diem limit.
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	Transportation is not provided; mileage will be reimbursed for participants' travel by personal car
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:
	Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Programs
	Name of Organization: The Aspen Institute
	Address: 1 Dupont Circle NW, Suite 700, Washington, DC. 20036
	Telephone Number: 202-736-5859
	Fax Number: 202-467-0790
	E-mail Address: lisa.jones@aspeninst.org

Appendix to Private Sponsor Travel Certification Form

Aspen Institute Senior Congressional Education Staff Network Retreat, August 8-10, 2017

Question 1. Sponsor(s) of the trip (please list all sponsors) – The Aspen Institute is the sole sponsor of this retreat. The organization has received grant funding from the Bill & Melinda Gates Foundation to support the Network but the Institute is solely responsible for the development and execution of the convening.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (Response continued) — The E&S Program seeks to provide a neutral forum to aid education policymakers in their efforts to improve K-12 public education. The purpose of the trip is to conduct a non-partisan educational retreat that encourages off-the-record, candid exchanges of ideas to support staffers' learning.

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